

Invoice search in Basware for external vendors

The system Cytiva uses for processing or Accounts Payable invoices is called Basware. There is a feature on where external vendors can check status of their invoices as follows

1. Click on Link <https://cytiva.p2p.basware.com/edge/tracker?language=en-US>
2. Enter **Invoice number**, **Invoice date**, **Gross total** of invoice you want to check status on, check box to verify that you are a human and then hit search. If you cannot find your invoice, it can be due to that we have removed spaces and other special characters, please try to do search without them. Also if invoice was submitted today there is 1-2 days delay before you can see it.

3. The result on what you can see depends on status of the invoice as follows

Status	Description
In Approval	Invoice is received and is pending approval and will show estimated payment date based on payment terms from purchase order
Ready for Payment	Invoice is received and ready to be paid and will show estimated payment date based on payment terms from purchase order
Paid	Invoice is paid and will show date on when payment was executed
Rejected	Invoice have been rejected and there will show a field with rejection reason